

~~SECRET~~

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

The Adverse Effects on PCS Activities of  
Closing the Tube System

FROM

Chief, Policy and Coordination Staff

EXTENSION

NO.

DATE

12 Feb 88

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. C/EPS  
2D32 Hqs

16 FEB 1988

2. DOAR  
7E22 Hqs

17 FEB 1988

3. ADDO  
7E26 Hqs

18 FEB

4. DDO  
7E26 Hqs

18

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

SEE PAGE 3 - EPS

NOTE

Disc -  
we need to keep  
underlining our non-  
concurrence with the  
idea of closing the  
tube system. I wish  
the DDO.

25X1

S E C R E T

12 February 1988

MEMORANDUM FOR: Deputy Director for Operations

25X1

FROM:

[REDACTED]  
Chief, Policy and Coordination Staff

25X1

VIA:

[REDACTED]  
Chief, Evaluation and Plans StaffSUBJECT: The Adverse Effects on PCS Activities of  
Closing the Tube System

1. ACTION REQUESTED: Policy and Coordination Staff (PCS) requests an augmentation to the PCS budget to permit hiring part-time couriers equivalent to one full-time GS-05 level employee. These couriers would be required to have security clearances that would enable them to carry top secret compartmented information.

2. BACKGROUND: The closing of the pneumatic tube system, as announced at the 27 January 1988 DO staff meeting, will adversely affect PCS operations. Several elements within PCS will be dramatically affected by the loss of this service, most notably [REDACTED]

25X1  
25X1

3. Each of the PCS offices indicates that the closing of the tube system will hamper the productivity of their operations by delaying the transmittal of documents which are required in their work and which cannot be sent electronically, even if we had the capability (see para 6 below). The use of courier service or handcarrying of the documents between the offices now served by the tube system will be slow and costly. This situation will worsen with the opening of the New Headquarters Building where distances will affect the timeliness of coordination and transmittal of documents. A single document is frequently routed and/or distributed to many offices for concurrence or coordination. Documents of immediate precedence will have to be handcarried; priorities will become routine if they are not handcarried; and routines will take weeks to be routed. A minimum of one full-time courier will be needed to handcarry documents for PCS, as an alternative to the tube system.

25X1

S E C R E T

S E C R E T

25X1

6. At this time, the use of electronic means of transmitting documents is not viable due to the fact that we do not have the technology in place to meet all of our document coordination/transmittal needs. This is compounded by the delay in the learning curve associated with the advent of new computer methods. The necessary hardware (i.e., optical scanners and readers) is expensive and PCS has not planned or budgeted for it. For LCG, electronic methods do not address their need to have original signatures or verification on the documents which are transmitted via the tube system. The technology required for the transmittal of signatures or individual verification is available, but extremely expensive. Still, this would not address the need to handle the movement of documents and clearances on a priority basis between the Directorates.

7. In sum, PCS does not have under-utilized personnel who have time available to handcarry documents around the Headquarters Building. The timeliness of handcarried documents, especially those of flash, immediate and priority precedence, will be reduced and the productivity of our personnel will be hampered if a resolution of how to handle this need is not addressed. Given the sudden announcement of the closing of the tubes, PCS has not planned or budgeted for equipment or courier/clerks to meet the requirements which IMS will no longer fill. Without a courier to meet these needs, the productivity

S E C R E T

S E C R E T

of PCS will be hampered to such an extent that it could affect our work on the timely coordination of finished intelligence within this Agency and our work as focal point on operational support for the DoD and other military elements.

25X1



CONCUR:

*	Chief, Evaluation and Plans Staff *	Date
	<b>Richard F. Stolz</b>	<b>18 FEB 1988</b>
	Deputy Director for Operations	Date

- \* Unfortunately all components of the Directorate are in the same boat. Each will have to absorb any costs required for part-time couriers proposed in Para 1 or manage the handcarries with existing personnel.

S E C R E T

S E C R E T

SUBJECT: The Adverse Effects on PCS Activities of  
Closing the Tube System

25X1 PCS/CSS [ ] (12 Feb 88)

Distribution:

Orig - Addressee

1 - ADDO

1 - DOAR

1 - C/CMS

1 - C/CSS

1 - C/EPS

1 - C/IMS

1 - C/PCS

S E C R E T